

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



February 28, 1992

ALL-COUNTY LETTER NO. 92-27

TO: ALL-COUNTY WELFARE DIRECTORS

SUBJECT: VERIFICATION OF IN-HOME SUPPORTIVE SERVICES (IHSS)
PROVIDER TIMESHEETSREFERENCE: ACL 87-96, DATED JULY 7, 1987 AND ACL 89-17, DATED
FEBRUARY 15, 1989.

The Office of the Auditor General recently completed a report of ways the Department of Social Services could reduce costs and improve compliance with regulations of the In-Home Supportive Services Program. One of the findings of this report stated, "The Department does not always ensure that Counties properly review and maintain timesheets for In-Home Supportive Services Providers. As a result, the Department overpaid some providers. Additionally, one of the timesheets requested from the Counties could not be located."

The purpose of this letter is to reiterate the responsibility of Counties to retain IHSS provider timesheets, and monitor the accuracy of individual provider and contractor timesheets against those items billed to the County.

Social Services Manual, Division 30, Section 30-769.241(b) and (c)(1) and (2) require Counties to review all timesheets prior to entry of timesheet data into the Case Management, Information and Payrolling System (CMIPS) to ensure consistency between hours reported and hours authorized and take corrective action as indicated.

Social Services Manual, Division 30, Section 30-769.241(d) requires Counties to retain completed IHSS timesheets in such a manner that they are easily accessible for review for a period of at least three (3) years from the last date of service, as set forth in Social Services Manual, Division 23, Section 23-353.

Reduction of errors on timesheets, specifically arithmetic errors, will reduce program costs and improve compliance with the IHSS regulations. Errors on timesheets which result in payment

of excess hours are subject to the overpayment recovery regulations under Social Services Manual, Division 30, Section 30-768. If a provider was paid for more hours than were worked or authorized, the excess compensation is recoverable under Social Services Manual, Division 30, Section 30-769.92.

Any questions regarding this ACL may be addressed to Mr. Michael Lorton at (916) 657-2602.



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cc: CWDA